

**TO:** Town Plan Commission/Town Board  
**FROM:** Lisa Potswald  
**RE:** Monthly Report  
**DATE:** October 1, 2014 through October 31, 2014  
 Prepared on October 31, 2014

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**I. Permit Applications Approved and Issued:**

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	NOTES
Bennett, Doug/Beverly	10/1/14	3855 Chippewa Trail	Accessory	C	Transfer of Permit from Tim Devine
Curry, Martin	10/1/14	547 South Shore Road	Rental- Accessory	T	
Douglas, Clayton	10/29/14	370 Big Arn's Road	Accessory	T	
Jefferson, Tim	10/29/14	1761 Hagen Road	POWTS	C	
Wakem, Steve/Deb	10/29/14	622 Miller Farm Road	POWTS	C	

**II. Certified Survey Maps**

None.

**III. Permit Applications in Progress:**

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
<b>Van Veldhuizen</b>	11/12/13	1748 North Shore	Accessory structure	C	Research holding tank size, verify siting
<b>Lemke</b>	10/16/13	Miller Farm Road	Driveway, fire number	T	Wetland Protection Overlay District; reviewed siting with DNR on 5/29/14; wetland delineation required
<b>Slater/McCue</b>	1/20/11	1268 Big Bay Road		C	Waiting for shoreland restoration plan per DNR requirements. This permit has been on hold for two years but Larry will be retaining fees and keep the permit active.
<b>LaDuke, Winona</b>	4/28/12 (incomplete)	Middle Road	Land Disturbing Activity, Accessory	T	ZA received copy of the wetland fill application Nelson Constr. submitted to Alyssa Core 6-4-13

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
			(x2), Long Term Camping Unit		5/29/14 – Still in DNR hands
Bergeon, Susan	6/14/2013	2635 Big Bay Road	Principle, sanitary Special use	C	Waiting for sanitary application
Hartzell	6/8/2014	561 Mondamin	Principle – condo rental	T	Waiting until 2015
Benware	6/25/14	2284 Benjamin	Sanitary/Accessory	C/T	Waiting for staking/sanitary plan
Beitler	9/4/14	2507 Spirit Lane	Road, Accessory	T	Waiting for final application/fees
Stern	9/4/14	4327 Chippewa	Principle, Sanitary	C	Waiting for application/fees

#### **IV. Permit Applications Denied/Revoked:**

None.

#### **V. Violations**

NAME	VIOLATION	ORDER
Ed Kale	Town of La Pointe v. Edward Kale – Ashland County	Ashland County agreed to take over the court case; letter was sent to Mr. Kale to comply with ordinance by 6/1/14. He did not comply, so complaint filed in Circuit Court on 6/2/14.

#### **VI. Land Use Permit – No Permit Required:**

None.

#### **VII. Fire Numbers Issued**

None.

#### **VIII. Correspondences: Letters/MEMO to**

NAME	DATE	PROPERTY	REGARDING
Bennett, Doug/Beverly	10/1/14	3855 Chippewa Trail	Transfer of permit with sale of house for accessory structure
Metzinger, Bill	10/1/14	Parcel Number 0014-00092-0000	Inquired about the need for a certified survey map to accomplish a split as was recently required for the county to sell part of a parcel.
Wangenstein, John	10/2/14	1712 Big Bay Road	Inquiry and provided information about Land Disturbing Activities

NAME	DATE	PROPERTY	REGARDING
Town Board	10/3/14	Big Arn's Road petition	Memo reminding Town Board that Town Plan Commission must review laying of any road in the Town
Gillis, Nancy	10/27/14	Various	Requested fire number applications
Nelson, Elaine	10/29/14	870 Middle Road	Next steps for CSM approval
Town Plan Commission	10/29/14	870 Middle Road	Questions from the Town Board

#### **IX. Complaints Received About**

None.

#### **X. Public Information Requests**

None.

#### **XI. Revenue and Expenditures for the Previous Month**

	June 2014	%	July 2014	%	Aug 2014	%	Sept 2014	%	Oct 2014	%	Nov 2014	%	Dec 2014	%	BUDGET
Expenditures	53,973.00	60%	61,740.00	69%	67,286.00	75%	74,845.00	83%							<b>89,922.00</b>
Revenue:															
Building permits	2,201.00	25%	2,389.00	27%	3,018.00	34%	3,354.00	37%							<b>9,000.00</b>
Revenue: Zoning permits	12,600.00	79%	13,370.00	84%	13,730.00	86%	13,730.00	86%							<b>16,000.00</b>
<b>REVENUE TOTAL</b>	<b>14,801.00</b>	<b>58%</b>	<b>15,759.00</b>	<b>62%</b>	<b>16,748.00</b>	<b>66%</b>	<b>17,084.00</b>	<b>67%</b>							<b>25,500.00</b>

#### **XII. New Business**

- Planning and Zoning office was closed from 10/9/14 through 10/24/14 for ZA vacation.
- Submitted 2015 and 2015-20190 budgets

#### **XIII. Old Business**

Planning and Zoning Department priorities for the next month:

- Work with property owners and agents on projects and issue permits.
- Update Personnel policy
- Develop filing system for contracts and grants

- Organize CUP and BOA files/set up database – working on CUPs (developing summary information) to be reviewed by the TPC.
- Develop ordinances as prioritized by the Town Administrator:
  - Roads to come
  - Driveways to come

#### **XIV. STATISTICS**

Permits issued in October 2008-2014 (average 9 permits per year in October) and number of permits issued January through October by year. Note that 11 more permits have been issued in 2014 than by the same time last year.

